

## Guidance on New Building Costs for the 1986 Program Call Book

| The Office of Logistics (OL) will budget for all state with the new building. These will include all expenses a construction, the provision of normal services and utility moving costs. All components should conduct a thorough a which will result from the move and should coordinate the New Building Project Office (NBPO).  Those items which would normally be purchased by a construction.  | related to the actual<br>cies and relocation<br>review of all the costs<br>eir findings with the                                      |  |
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| move to the new building or not should be budgeted for by  | the component.  |  |
| Items for Special Use Areas which must be specially permanently installed, such as sinks, chemical workbenche standard electric power, water, environmental control, or requirements, should already have been identified by each NBPO. Any such item which is not currently identified to any unique requirement which is not covered above should identified to the OL/NBPO. Funds for the equipment which Special Use Areas (chemical test equipment to be used on benches and electrical test equipment to be used in screen included in individual component budgets.   | es, screen rooms, non- c other unique c component to the c the NBPO as well as immediately be c will be used in built-in chemical lab |  |
| All cost associated with lease termination will be   | funded by Logistics.  |  |
| Cost for furniture is not included in funding for the new building. It is the responsibility of the Office of Logistics to fund for replacement based on fair wear and tear and to supply normal amounts of furniture to maintain a reasonable and modest level of decor and utility. If a component has furniture that is in such bad condition that it would not be cost effective to move it to the new building, it is their responsibility to notify Logistics of their special requirements so that additional funds can be budgeted. This should not be construed as an opportunity to update furniture for cosmetic purposes as any request for new furniture in conjunction with the move to the new building will have to pass very stringent approval criteria. |   |  |
| Cost for relocation will normally be provided by OL/NBPO and will include the movement of all Agency Wang Systems and all Delta Data terminals as well as  |   |  |
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|  | OL 2086-83  |  |
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Approved For Release 2009/03/24 : CIA-RDP89-00244R000300040009-1

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## Approved For Release 2009/03/24 : CIA-RDP89-00244R000300040009-1 C O N F I D E N T I A L

the Agency standard workstation which includes but is not limited to the following:

safes sofa desks
credenza chairs bookcases
map cabinets tables standalone cabinets
white boards typewriters copy machines
adding machines

Cost for relocating special non-standard equipment that requires special handling methods, such as large printing presses, or minicomputers, will be funded by OL. Each component will be responsible for notifying OL of their requirement so that adequate budget estimates may be formulated.

Each component should also notify OL of any special relocation requirements, such as leased equipment which must be moved by the lessor, and equipment which will require special arrangements to disconnect prior to the move or for installation after the move

Cost for relocation of telephone and data lines will be funded by the NBPO as well as costs for relocating all Communications Centers and/or DAC's.

New Building Project Office, OL

Distribution:

Orig - C/B&F/EO/OL OL/NBPO (Official)

OL/NBPO (23 Aug 83)

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